

Evidence Management Unit Procedures for the Lending¹ or Destruction of IED-Related Material

1 Introduction

The FBI Laboratory receives, processes, and stores improvised explosive device (IED)-related material provided by external and internal contributors of the FBI. The IED-related material may be returned to the contributor upon request. Additionally, the FBI Laboratory has been designated by Presidential Policy Directive (PPD) 17 as the United States Government's single strategic level laboratory and repository for all IED-related material. The purpose of maintaining IED-related material is to share with Partner Agencies (PA) within the Counter-IED community.

2 Scope

These procedures apply to Evidence Management Unit (EMU) personnel. They describe the steps for determining whether IED-related material can be permanently or temporarily transferred to a PA for training, demonstrations, or destruction. Additionally, they describe what information must be recorded when making this determination and when transferring items to a PA. Additionally, these procedures will be used to determine if TEDAC holdings can be consolidated within the Repository.

3 Equipment/Materials/Reagents

Not applicable

4 Procedures

All requests received from a PA for IED-related material will be recorded in the *Activity and Communication Log* (7-245), Forensic Advantage (FA) Case Communication Log, or Explosive Reference Tool (EXPeRT) as applicable. A copy of the PA's request will be maintained in the case file. Additionally, EMU personnel will maintain an electronic list on FBINET of all IED-related materials provided to PAs. At a minimum, the list will contain the following information:

1. Requestor's name
2. Agency name

¹ Lending refers to providing IED-related materials for training, demonstrations, or other classified purposes. Lending may be temporary or, if certain criteria are met, may be provided permanently upon request. The term *lending* does not apply to IED-related materials that require additional technical examinations. In those situations, the item(s) will be sent to a partner laboratory to conduct the testing, provide copies of report findings to the Intelligence Unit (IU), and return the evidence to the Terrorist Explosive Device Analytical Center (TEDAC). Generally, these additional technical examinations conducted by other partner laboratories are for the purpose of developing technical information capable of producing counter-measures to the device.

3. Contact information
4. Reason for the request (e.g., training, demonstration, classified purpose)
5. Whether request is for temporary lending or permanent transfer
6. Expected return date for temporary lending if applicable
7. Laboratory number and item number(s)
8. Date of initial and subsequent communications with PA

4.1 For each request, EMU personnel will check the status of testing and report issuance of the item(s). This status check will be conducted by reviewing FA, EXPeRT, contributor databases, and/or by consulting with any applicable caseworking disciplines as appropriate.

4.2 Only the item(s) requested by the PA will be provided; no additional items will be sent.

4.2.1 No tape will be provided in any request.

4.3 Criteria for Permanent Transfer or Destruction of IED-Related Material

For an item(s) to be eligible for permanent transfer or destruction, all of the following must be true:

1. All assigned Laboratory examinations must be completed and reported (*determined by a review of FA/EXPeRT by EMU personnel*)
2. The requested item(s) must not be associated with any open FBI investigations² or known foreign prosecutorial investigations
3. The requested item(s) must not have any comparable biometric data present (*determined by a review of reports in FA/EXPeRT by EMU personnel*)
4. The requested item(s) must not have any forensic association to other cases or items (*determined by a review of reports in FA/EXPeRT by EMU personnel*)
5. The requested item(s) must not be unique or rare (i.e., less than five (5) present in TEDAC holdings) (*determined by a review of FA/EXPeRT by EMU personnel*)
6. The requested item(s) must not be associated with any fatalities (*determined by a review of incoming information and applicable databases by EMU personnel*)

4.3.1 EMU personnel will record the fulfillment of these criteria on the *Permanent Transfer/Destruction of IED-Related Material(s) Checklist* (Appendix A).

² To assess if there are any open FBI Investigations or known foreign prosecutorial investigations, EMU personnel will consult with members of the IU. These interactions will be recorded in the appropriate communication log by EMU personnel.

4.3.2 EMU personnel will disposition all IED-related material prior to permanent transfer or destruction.

4.4 Criteria for Temporary Lending of IED-Related Material

For an item(s) to be eligible for temporary lending, all of the following must be true:

1. All assigned Laboratory examinations must be completed and reported (*determined by a review of FA/EXPeRT by EMU personnel*)
2. The requested item(s) must not be associated with any open FBI investigations² or known foreign prosecutorial investigations
3. The requested item(s) must not have any comparable biometric data present (*determined by a review of reports in FA/EXPeRT by EMU personnel*)
4. The requested item(s) must not have any forensic association to other cases or items (*determined by a review of reports in FA/EXPeRT by EMU personnel*)

4.4.1 EMU personnel will record the fulfillment of these criteria on the *Temporary Lending of IED-Related Material(s) Checklist* (Appendix B).

4.4.2 EMU personnel will photograph the item(s) before it is released and upon its return to the FBI Laboratory to ensure that the item(s) is in essentially the same condition. These photographs will be added to the case file records.

4.4.3 EMU personnel will advise the PA in writing of the following conditions of the temporary loan between the FBI Laboratory and the PA. This communication will be maintained in the case file records:

1. All handling must be non-destructive in nature
2. Items may not be left out in the elements or buried in the ground
3. Minor modifications to the items to render them functional are acceptable only if the PA provides EMU personnel with detailed records of all changes and/or modifications
4. Item(s) must be handled in a manner that ensures that they are returned in good condition and suitable for lending to other PAs
5. Item(s) must be returned in the same individual bags and/or boxes as they were received

4.4.4 EMU personnel will disposition all IED-related material prior to the temporary lending.

4.4.5 EMU personnel will contact the PA regularly to obtain a status update of the temporary loan until the item(s) is returned. This communication will be recorded in the applicable communication log and the electronic list maintained on FBINET.

4.4.6 EMU personnel will resubmit dispositioned material in FA, when applicable, to record its return to the FBI Laboratory for final archive in the TEDAC Repository.

4.4.7 Upon return of dispositioned material, EMU personnel will take additional photographs if any modifications were made by the PA or if the material was damaged. EMU personnel will retain these photographs in the case file records.

5 Safety

Not applicable

6 References

Electronic Communication (EC) titled *Establishment of TEDAC Procedure for Lending of Devices or Destruction of Materials* Case ID #: 319T-HQ-A1487667-TEDAC Serial 2, 09/08/2016.

Presidential Policy Directive (PPD) 17

Rev. #	Issue Date	History
1	02/03/2020	Updated entire document.
2	04/15/2021	Minor adjustments made throughout document for clarity and grammar. Removed requirement from Section 4 for a hard copy of request to be maintained – updated it to just a copy of the request.

Approval

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Evidence Management
Unit Chief

Date: 04/14/2021

QA Approval

Quality Manager

Date: 04/14/2021

Appendix A *Permanent Transfer/Destruction of IED-Related Material(s) Checklist*

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Appendix B *Temporary Lending of IED-Related Material(s) Checklist*

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